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## AGENCY REASSIGNMENT COMMITTEE

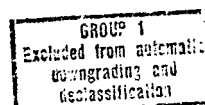
### 1. Purposes

- a. To facilitate the movement of employees among Offices and Career Services in order to provide them with specific job experiences needed for their planned development.
- b. To reduce the high incidence of personnel losses among young professionals, because of job and job-related reasons, by increasing the reassignment opportunities available to new employees who consider quitting for lack of a challenging assignment.
- c. To productively assign employees who become excess to the needs of Offices or Career Services because of manpower reductions effected in particular areas or throughout the Agency.
- d. To consider reassignment, or other suitable action, of an individual employee
  - (1) Who desires to be assigned to a different Career Service or
  - (2) Who should be assigned to another Career Service for reasons other than unsatisfactory performance, misconduct or unsuitability.
- e. To make full use of Agency employees for position vacancies prior to external recruitment.
- f. To provide the Agency with well qualified candidates for top and middle management positions.

### 2. Policy

- a. Priority will be given to meeting the most immediate and necessary staffing requirements of the Agency wherever located.
- b. Reassignment facilities will be maintained for this purpose, both at the central and Career Service levels. These facilities will also be used to locate appropriate reassignments for qualified personnel who become surplus to the needs of their Career Service or who desire a change in assignment that cannot be accommodated within their Career Service.

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c. Career Services will give preference to the reassignment of employees in vacancies for which they are qualified prior to the recruitment of new personnel.

d. Employees have the right to seek guidance and assistance from their Career Service and the Office of Personnel in obtaining a reassignment for which they are qualified.

### 3. Composition and Tenure of Agency Reassignment Committee

a. The Committee will be composed of the Director of Personnel, permanent Chairman, a designee of the Executive Director-Comptroller, and a designee of each Deputy Director.

b. The Deputy Director of Personnel will serve as alternate member and chairman in the absence of the Director of Personnel. The Executive Director-Comptroller and Deputy Directors will each appoint an alternate.

c. Designees and alternates will serve for one year and may be reappointed at the pleasure of the Executive Director-Comptroller and Deputy Directors respectively.

d. Chief, Staff Personnel Division, Office of Personnel will serve as Executive Secretary.

### 4. Authorities and Responsibilities of the Reassignment Committee

a. Designees of the Executive Director-Comptroller and the Deputy Directors are delegated authority to represent their areas in decisions of the Committee which will be final subject to appeal to the Executive Director-Comptroller.

b. The Committee will decide by a majority vote on reassignment cases presented to it. The Committee may recommend to the Career Service and any other Agency officials concerned some other course of action in individual cases which it considers appropriate.

c. The Committee is delegated authority to consider changes in the assignment, reassignment and personnel utilization policies of the Agency.

d. The Committee is authorized to reassign an individual to an Operating Office, upon advice by the Director of Personnel, without charge to ceiling for a stated period, not-to-exceed one year. The gaining Office will absorb the employee within its ceiling during the time period allotted.

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e. When the Committee reassigns an employee from one Career Service to another, it will normally approve a change in service designation from the losing Career Service to the gaining Career Service unless the reassignment is for a specified limited duration or is approved as a rotational tour of duty. The Committee may reassign an employee without change in service designation in the following situations:

(1) When the employee's Career Service requests retention of career responsibility.

(2) When the employee requests retention of his present service designation, and his Career Service agrees.

(3) When the Committee believes there are reasons applicable in an individual case which justify the deferment of the transfer of career service responsibility for a period up to a year.

#### 5. Jurisdiction

a. Only an employee with an adequate or higher evaluation on his current Fitness Report will be considered for reassignment by the Committee.

b. An individual subject to possible adverse action because of performance, conduct or suitability will not be considered by the Committee unless the Director of Personnel believes the problem could be resolved by reassignment action.

#### 6. Procedures

a. The Committee will meet on call by the Chairman.

b. Reassignment proposals may be brought before the Committee by the Director of Personnel or by the Career Service Head through the Director of Personnel.

c. Career Service Heads and Deputy Directors will prescribe internal procedures concerning the submission of cases for consideration by the Committee, including the establishment, when desired, of reassignment committees within their jurisdictions.

d. The Director of Personnel will prepare and present to the Committee a summary of the qualifications, strengths and weaknesses of each employee to be considered by the Committee, together with his recommendations if any, for one or more prospective reassignments. The Director of Personnel will undertake such preliminary investigation of reassignment possibilities throughout the Agency as he considers necessary prior to placing an individual's name on the reassignment agenda of the Committee.

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e. Career Service Heads may submit to the Director of Personnel staffing requirements which they prefer to fill from within the Agency, instead of by external recruitment. The Director of Personnel will review all recruitment requests to determine which ones can be met more effectively or promptly by the reassignment of Agency employees than by recruitment.

(1) He will initially refer the names of qualified personnel to a Career Service submitting the internal staffing requirement or recruitment request. When the requesting Career Service and the parent Career Service are in disagreement concerning the release of an employee for interview or reassignment, the Director of Personnel will refer the issue to the Committee for a decision.

(2) The Director of Personnel will maintain a personnel qualifications inventory to facilitate the identification and referral of qualified candidates for vacant positions.

f. The Director of Personnel will maintain facilities for advice and guidance to individual employees re job problems or job placement opportunities.

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<u>Purpose</u>	To develop a systematic program for Inter-Directorate Transfer.
<u>Concept</u>	A centrally managed program is proposed to identify people having high potential, either professional or managerial, to work across Directorate lines; to assign them as Agency requirements dictate; and to maintain a continuing inventory of these people at the Executive Director level.
<u>Mechanism</u>	The selection and review functions would be performed by an Agency Board reporting to the Executive Director-Comptroller. The Board would consist of two representatives from each Directorate and would be chaired by the Director of Personnel. A senior Agency officer would serve on a normal tour basis as Agency Career Management Officer and Executive to the Board. He would establish mobility patterns to consist of professional fields having a high degree of interchangeability between Directorates. He would develop program and qualification standards using the staff assistance of the Office of Personnel, the Office of Training and the Psychological Services of the Office of Medical Service.
<u>Process</u>	Nominations would be two-way. The Deputy Directors would have the opportunity of nominating individuals for Inter-Directorate Transfer Program and the Agency Board would also have the right to propose individuals for the Program. Selection of participants, their assignments and the evaluation of individual and program would be a continuing function of the Board with the assistance of the Agency Career Management Officer who would maintain the central register of those eventually placed in the inventory.
<u>Recommendation</u>	The Inter-Directorate Transfer Program be initiated by naming an Agency Career Management Officer to work with the Director of Personnel in preparing the Program.

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